



13394 W TREPANIA ROAD
HAYWARD, WI 54843
Phone (715)634-6603 or (715)634-5643 ext. 6603
Fax (715)634-9433
surv@lcogc.com

JOB ANNOUNCEMENT

Position: Part-Time Surveillance Officers (3)
(on-call basis)
Location: LCO Casino/Grindstone Creek Casino
Pick up Application at: LCO Gaming Commission Office

Posting Date: March 7, 2016
Closing Date: March 25, 2016

Qualifications:

Candidate must have a high school diploma or equivalent. Shall have demonstrated a proven work and attendance record in previous positions. Shall be capable of performing all job duties and responsibilities. Candidate must be honest, trustworthy and of good integrity. Must not have been convicted of theft in the past five (5) years or a felony within the past ten (10) years. Must be twenty-one years of age or older and be able to pass a background check. Preliminary background check will be performed upon receipt of employment application. Must be approved for and maintain a valid gaming license. Preference given to qualified LCO Tribal Members and other Native American applicants.

Duties and Responsibilities:

- Shall maintain strict confidentiality at all times.
- Shall operate and monitor video observation equipment.
- Shall participate in and successfully complete all training required for the position of Surveillance Officer.
- Shall report immediately, in writing, all gaming irregularities noted during working hours to the Director of Surveillance.
- Shall report immediately, in writing, all video equipment malfunctions noted during working hours to the Director of Surveillance.
- Shall assist in any internal or external investigations as specifically requested by the Gaming Commission.
- Shall monitor and maintain written records of employee and customer activity on casino property.
- Shall learn all policies and procedures for each department including internal controls.
- Shall perform any other duties as assigned.

Expectations:

- Must be able to work in a friendly and pleasant relationship with co-workers.
- Must be able to respond to constructive criticism in an open fashion.
- Must be able to interact with other departments within the Tribe in a spirit of compromise.
- Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive of co-workers. Be a team player.
- Must recognize, accept, and properly access channels of authority and supervision.
- Must have a telephone and reliable transportation.
- Must be able to work any shift.

Part Time Surveillance Officer

- Must be familiar with computers and Microsoft Office Products.